Approved For Release 2006/10/05 : CIA-RDP78-04789A000100070084-4

O + M 1

EXECUTIVE OFFICE OF THE PRESIDENT
BUREAU OF THE BUDGET
WASHINGTON, D.C. 20503

March 28, 1967

CIRCULAR NO. A-13
Revised

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Staggering of hours of duty in Metropolitan Washington

1. Purpose. This Circular provides for agency clearance with the Bureau of the Budget before changing hours of duty of employees in Metropolitan Washington from those previously approved under the staggered hours of duty program initiated by the President in 1941.

This revision replaces Circular No. A-13 dated August 1, 1943, and authorizes agencies to change hours of duty in certain instances without clearance with the Bureau of the Budget.

2. Requirement. Except as otherwise provided in this Circular, any department or establishment contemplating the adoption of any schedule of hours of duty differing from, or in addition to its schedule of hours of duty heretofore approved, will obtain the approval of the Director of the Bureau of the Budget before the proposed schedule is placed in effect.

3. Exceptions. A proposed change in the schedule of hours of duty may be placed in effect without approval by the Director of the Bureau of the Budget in the following instances:

a. When neither the current nor the proposed hours of duty begin or end within either of the periods 7:00 - 9:30 a.m. or 3:30 - 6:00 p.m.

b. When the proposed change in the schedule of hours of duty affects less than 50 employees unless the agency plans to apply the change to additional employees, bringing the total to 50 or more, within a three month period.

4. Effective date. This revised Circular is effective April 1, 1967.

CHARLES L. SCHULTZE
Director

DL / 2239

(No. A-13)

Approved For Release 2006/10/05 : CIA-RDP78-04789A000100070084-4

Approved For Release 2006/10/05 : CIA-RDP78-04789A000100070084-4

STATINTL

Page Denied

Approved For Release 2006/10/05 : CIA-RDP78-04789A000100070084-4